

REQUEST FOR OFFICIAL TRANSCRIPT

| | | | |
|--|-----------------------|---------------------------------|--|
| Name (Last, First, Middle) | | Student ID Number _____ | |
| Address (Number, Street, Apt.) | | City, Zip | |
| Phone Number | E-mail Address | Date of Birth | |
| First Enrolled (Sem/Year) | | Last Enrolled (Sem/Year) | |
| <input type="checkbox"/> Release Immediately (If you are currently enrolled, your transcript will be released with only the grades that are posted at this time.) <input type="checkbox"/> Hold for <u>all</u> my grades (check one): <input type="checkbox"/> Fall , <input type="checkbox"/> Spring <input type="checkbox"/> Hold for my degree : <input type="checkbox"/> (Degrees could take up to 6 weeks to post after graduation.) SPECIAL REQUEST: (State Request) _____ | | | |
| DESTINATION: <input type="checkbox"/> Will pick up in person by: (date) _____ (Allow at least two (2) working days - Transcripts will be held for 30 days only.) OR <input type="checkbox"/> Mail to address(es) shown below. To add more requests, please attach a list to this form. | | | |
| Please print name, title and address of person(s) or institution(s) to whom you wish transcript(s) to be sent: (If you wish to send to more than three (3) persons and/or institutions, please fill out another form) | | | |
| First person or institution: | | | |
| Name: | | Attn: | |
| Address: | | City – Country – Zip | |
| <input type="checkbox"/> Special Instructions: | | Number of Copies: | |
| Second person or institution: | | | |
| Name: | | Attn: | |
| Address: | | City – Country – Zip | |
| <input type="checkbox"/> Special Instructions: | | Number of Copies: | |
| Third person or institution: | | | |
| Name: | | Attn: | |
| Address: | | City – Country – Zip | |
| <input type="checkbox"/> Special Instructions: | | Number of Copies: | |
| TOTAL NO. OF COPIES _____ See Fee Payment policy #1 below | | | |

STUDENT'S SIGNATURE (required) _____

DATE _____

Transcript Service Policy

1. **FEE PAYMENT POLICY:** Transcripts will not be issued if any financial obligations are due to the College. When ordering by mail, attach check or deposit information. Make check payable to AFS. If ordering in person, payment of cash, check or credit card is acceptable. The fee for an official transcript will be €10 per copy. Fees are subject to change without notice.
2. Transcripts will be sent out as quickly as possible, in the order that requests are received. However, during and after final exams there may be some delay. Transcripts to be picked up by the student will be held for no longer than 30 days. Picture identification will be required to pick up transcripts.
3. Requests by persons other than the student will not be honored without the student's written authorization.
4. Official copies of work transferred to Perrotis College must be requested directly from the institution where the work was completed.